

BUILDING INSPECTIONS SUPERVISOR

POSITION SUMMARY: This is a technical and professional position within the Inspections Office of the Community Services Department. This position is required to be licensed as the Registered Building Official and shall be endowed with the full authority required by law for the administration, coordination, management, and supervision of the Inspections Office within the Community Services Department.

The position will be responsible for coordination, management, and supervision of inspection services most directly related to rental and code enforcement activities. This position is responsible for the general supervision of the Registered Building Official. Duties include coordinating with the Registered Building Official to ensure efficiency and effectiveness of inspection office operations and service delivery. This position is responsible for working cooperatively with the Registered Building Official and supervising and evaluating staff's assignments and performance.

SUPERVISION RECEIVED: Work is performed under the general direction of the Director of Community Services or designee.

SUPERVISION EXERCISED: Supervision is exercised over appropriate subordinate personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the Director of Community Services, Registered Building Official, City Planner, Community Development Specialist, staff, and others to establish priorities, develop management plans, coordinate activities and implement a variety of special projects in accordance with community needs, demographic trends, and City vision.
2. Act as the City of Wyoming Registered Building Official, the duties of which are prescribed by State of Michigan law and is charged with the administration and enforcement of the code, including but not limited to:
 - a. Oversee the receipt and review of applications, construction documents, and issuance of construction permits.
 - b. Review, accept, and within the scope of authority, approve reports of inspection by authorized agencies and individuals.
 - c. Engage expert opinions as deemed necessary to report upon unusual technical issues that may arise.
 - d. Act with all due authority on the interpretation of construction codes and required dictating necessary remediation.
 - e. Approve and accept materials, equipment, and devices that shall be constructed or installed according to approvals granted.
 - f. Maintain the official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued, whose retainage in the official records shall be maintained as required.

- g. Investigate and resolve building construction requests for interpretations and appeals.
 - h. Monitor caseload consistency and performance; makes assignments; perform and ensure construction inspections are conducted properly and in a timely manner; maintain records on cases; prepare correspondence and facilitate solutions regarding problem cases.
- 3. Assess operations, staffing levels, facilities, and equipment and make recommendations for improvement. Monitor operational costs and make recommendations for increasing efficiency. Assist in the recruitment, hiring, and development and promotion of staff in coordination with Human Resources.
- 4. Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees; evaluate and verify employee performance through the review and audit of completed work. Provide timely coaching and performance evaluations for subordinate employees and issues disciplinary actions and accommodations as appropriate.
- 5. Ensure proper labor relations and conditions of employment are maintained.
- 6. Prepare and present annual budget requests to the Director, administer budget under the Director's guidance, and in accordance with the established budget and policy and purchasing procedures.
- 7. Identify employee development and training needs and ensure training is obtained in a timely manner. Confirm department staff has required certifications and licenses and that current licenses are on file with the City.
- 8. Confer with Director of Community Services, staff, and other officials in exchanging information on city planning, zoning, subdivision control, and related activities. Participates on the Community Development Rehabilitation Loan Program Committee.
- 9. Work cooperatively with Registered Building Official to monitor caseload consistency and performance; make assignments; and work with staff to ensure inspections are conducted properly and in a timely manner; maintain records on cases; prepare correspondence and facilitate solutions regarding problem cases.
- 10. Inform and advise rental property owners and homeowners of applicable codes as appropriate. Work cooperatively with staff, including the Director of Community Services, City Planner, Registered Building Official, City Attorney, and others related to enforcement and remediation decisions pertaining to zoning applications, code violations, demolition of properties, etc.; assess hazards; provide court testimony on cases.
- 11. Work with administration, staff, and the public to effectively meet their needs and develops solutions.
- 12. Provide high quality customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner; may include follow up on corrective action and ensuring that replies are provided. Follow up within the scope of authority, make recommendations, and/or refer to the department head as necessary.

13. Work cooperatively with the Director of Community Services and other designees to prepare materials, reports, displays, resolutions, ordinances, and fee schedules, and present information to various groups, including the City Council, and boards and commissions, such as the Construction Board, Housing Board, and Zoning Board. Serve as a liaison as assigned.
14. Attend staff meetings and other meetings as assigned.
15. Work collaboratively with appropriate service departments to develop bid specifications and contracts and confer with the department head for an award. Oversee contracts and contractors and monitor vendor performance to ensure compliance with city contracts as assigned.
16. In general emergencies, disasters, states of emergency, other similar situations, and/or when the Emergency Operations Center (EOC) is activated, complete duties as required and assigned.
17. Prepare information for FEMA, Health Department, Housing and Urban Development (HUD), the City, and other agencies. This work may include ensuring the completion of damage assessments, complete data sheets, accident and incident reports, logs, documentation of activities, supply inventory, and other related records and reports including documentation of activities. Perform investigations as required.
18. Compile and analyze data, identify trends and patterns. Perform cost-benefit analysis for programs, projects, department activities, and recommend changes to the Director of Community Services.
19. Research, recommend, implement, and train staff on new software programs and upgrades to existing programs and technologies. Complete cost-benefit analysis as appropriate.
20. Actively stays informed of new regulatory developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
21. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Licensed as a Registered Building Official, must possess and maintain registration with the State of Michigan as a Registered Building Official. Possess and maintain licensed construction inspector credentials in building, housing, electrical, mechanical, and/or plumbing. Must be able to perform all functions of the Registered Building Official.
- B. A bachelor's degree in construction management, public administration, engineering, architecture, or related field and a minimum of five years' responsible work experience, including progressively responsible supervisory experience. An equivalent combination of education, training, and experience may substitute for the degree requirement.
- C. Thorough knowledge of the modern principles, methods, materials, techniques, and

practices used in conducting legal code inspections. Ability to read and interpret blueprints and site plans.

- D. Thorough knowledge of methods, materials and techniques used in building design, construction, and inspection methods. Considerable knowledge of the inspection methods, practices, and techniques related to the application of housing and maintenance codes.
- E. Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- F. Knowledge of training and supervisory techniques and employee policies and procedures. Demonstrates skill in planning, organizing, scheduling, directing, and coordinating work activities.
- G. Ability to develop, implement, and evaluate all phases of contract management, including but not limited to discern contract options, identify scope, negotiate terms, project oversight, and evaluation.
- H. Ability to establish effective and cooperative working relationships and uses tact, good judgment, and resourcefulness when working with superiors, associates, subordinates, volunteer workers, governmental agencies, other organizations, contractors, vendors, and the public. Maintain favorable public relations.
- I. Demonstrated ability to think and act strategically; skilled in problem solving. Ability to learn, understand, and work within diverse City operations and processes.
- J. Skill in organizing schedules and coordinating associated resources. Skill in maintaining a comprehensive record keeping system, compiling statistics, generating reports, and developing programming recommendations.
- K. Demonstrated ability to gather and analyze data and possess an understanding of quantitative and qualitative analysis. Demonstrate the ability to prepare accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written manner to varied audiences.
- L. Demonstrated proficiency in the use of information technology, including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary. Extensive knowledge of permit and code compliance software and Geographic Interfaces Systems (GIS).
- M. Ability to work as a team member, follow established procedures, and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- N. Ability to work effectively within deadlines, under stress, and with changing work priorities.
- O. Ability to work varying schedules as necessary to accomplish assignments.
- P. Possession of a valid motor vehicle operator's license by the State of Michigan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in the field and a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working in unsanitary environments. This may include exposure to noxious odors, dust, particles, or other adverse environmental conditions. The employee may be exposed to uncontrollable and/or hostile environments and circumstances, which may include businesses, personal residences, construction sites and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites, working at various heights, and in all types of weather conditions. The employee is required to drive in inclement weather.

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